

Moving-out checklist for tenants

01 / Rules vary by nation and tenancy. Four to six weeks is a planning window, not a notice period.

01 Confirm the tenancy end

- ☐ Read the tenancy agreement or occupation contract; verify its notice terms, any break clause and valid service methods against current rules.
- ☐ Check the current rules for the UK nation where the home is located before calculating a notice deadline.
- ☐ Check what happens to every joint tenant and get agreement from everyone whose consent or signature is required.
- ☐ Give notice in the required form, keep a copy and retain proof of when the landlord or agent received it.
- ☐ Get any early surrender, shorter notice period or changed end date agreed in writing, including the rent due to that date.

Property address / postcode

02 Four to six weeks before

- ☐ Confirm the move-out date, check-out appointment, key-return method and the person responsible for the final inspection.
- ☐ Find the check-in inventory, condition report, dated photographs, tenancy agreement and deposit-scheme details.
- ☐ Book removals, storage, cleaning or bulky-waste collection early enough to finish before the handover deadline.
- ☐ Tell the landlord or agent about outstanding repairs in writing and keep their response; do not hide damage or attempt unsafe work.
- ☐ Plan notices for energy, water, council tax or rates, broadband, insurance, parking and any other service tied to the address.

Landlord / agent name, phone and email

Moving date (physical departure)

Confirmed tenancy end date

Rent / charges end date (confirm)

UK nation / tenancy type / joint tenants affected

Notice period / valid method / serve by / source checked

Notice sent: date / method / recipient / proof of receipt

Written confirmation: received on / end date / reference

Early surrender / changed terms agreed in writing; final rent or charges / amount / due date / evidence

Tick when checked; record unresolved points. Mark N/A beside exceptions. Print A4 at actual size, or fill, save, close and reopen to check answers. Keep this completed copy private.

Moving day does not automatically end tenancy or rent liability. Confirm both dates. Lodgers, student accommodation and social housing may follow different rules.

Prepare, repair and clear.

02 / Match check-in cleanliness. Paid professional cleaning is not universally required.

Property / short name (keep loose pages together)

03 Inventory, condition and repairs

- ☐ Walk through the home with the check-in inventory and mark every item that is missing, moved, broken or changed.
- ☐ Compare current condition with the dated move-in photographs rather than relying on memory.
- ☐ Return furniture and landlord-owned items to their recorded rooms unless another arrangement is agreed in writing.
- ☐ Deal with tenant-caused damage you can address safely and properly; ask before decorating or making a permanent repair.
- ☐ Keep receipts, messages and photographs for any work, replacement or issue the landlord asked you to resolve.

04 Clean and clear the home

- ☐ Remove all personal belongings from rooms, cupboards, lofts, sheds, balconies, gardens and shared storage.
- ☐ Dispose of rubbish lawfully and arrange collection for furniture or large items rather than leaving them beside the bins.
- ☐ Clean kitchens, appliances, bathrooms, floors, windows and reachable surfaces, including less visible edges and cupboards.
- ☐ Defrost and dry any appliance that must be left switched off, following its instructions and the agreed handover plan.
- ☐ Finish any garden or outdoor upkeep you were responsible for and photograph the result before access changes.

Inventory comparison, damage and repairs

Room / item: check-in vs now; existing damage or wear

Dated photos / inventory / receipts / evidence location

Agreed repair / permission / owner / due date

Preparation timeline & housemate responsibilities

When / task: bookings, cleaning, belongings, rubbish

Agreed owner

Target date

Record the handover condition.

03 / Keep original dated photos. Confirm each provider's liability end date, even if you leave earlier.

Property / short name (keep loose pages together)

05 Evidence and final inspection

- ☐ Photograph every empty room from more than one angle, then capture floors, walls, windows and supplied contents.
- ☐ Take close-ups of existing wear, repaired items and anything likely to be discussed at check-out.
- ☐ Record a slow video walk-through if useful, while still taking clear individual photographs for detail.
- ☐ Attend the check-out inspection if possible and ask for differences from the inventory to be identified while you are there.
- ☐ Request a copy of the completed check-out report and record any point you disagree with promptly in writing.

06 Meters, bills and address changes

- ☐ Take clear final readings and photographs for electricity, gas, water or heat meters, including serial numbers where visible.
- ☐ Send final readings, the reading date and relevant moving and tenancy end dates to providers; confirm liability end dates and keep final bills.
- ☐ Close or transfer council tax or rates, broadband, parking, insurance and other address-based accounts at the correct date.
- ☐ Set up postal redirection and update banks, employers, healthcare, driving, voting and subscription addresses as relevant.
- ☐ Give the landlord, agent and deposit scheme a forwarding address and contact details you will still control after moving.

Final meter readings & utility closure

Utility / supplier / serial no.	Reading / rate / unit	Reading date / time	Photo reference	Closure date / sent / bill ref.

Inspection: date / time / who / contact / arrangements

Photo folder / backup / check-out report / disagreements

Other accounts / liability end dates / closure confirmations / forwarding contact sent (extra meters: attach sheet)

Return access. Follow up the deposit.

04 / No checklist guarantees a full refund. Confirm your scheme's return and dispute deadlines.

Property / short name (keep loose pages together)

07 Keys and handover

- ☐ Gather every key, fob, permit, remote and access device supplied during the tenancy, including copies held by housemates.
- ☐ Remove food and rubbish, close windows, secure doors and follow the agreed instructions for heating and appliances.
- ☐ Return access items by the agreed deadline and method; get a dated receipt or written confirmation of handover.
- ☐ Keep paying rent and agreed charges until the tenancy legally ends, even if you physically move earlier, unless agreed otherwise.
- ☐ Cancel the rent standing order only after the final payment has cleared and check that no automatic payment will be taken twice.

08 Deposit return

- ☐ Request the deposit through the applicable scheme or agreed process as soon as the tenancy has ended and handover is complete.
- ☐ Ask for every proposed deduction to be itemised with the reason, amount and supporting invoice, estimate or evidence.
- ☐ Compare deductions with the check-in and check-out records, allowing for age, condition and ordinary wear rather than improvement.
- ☐ Respond within the deposit scheme's timescales and use its dispute service if you cannot reach a documented agreement.
- ☐ Keep the agreement, inventories, photographs, bills, messages and deposit correspondence until the full return or dispute is settled.

Keys, fobs, permits & other access returned

Item / door / device	Qty	Returned date / time	Recipient / method	Receipt / confirmation ref.

Scheme / reference / deposit £ / request sent on

Reply received / confirmed deadlines / £ returned

Deduction queried / amount £ / reason given

Your evidence / reply sent on / correspondence ref.

Next action / owner / due or chase date (confirm)
